iLearnOregon

Create A New Account

IMPORTANT INFORMATION FOR STATE EMPLOYEES

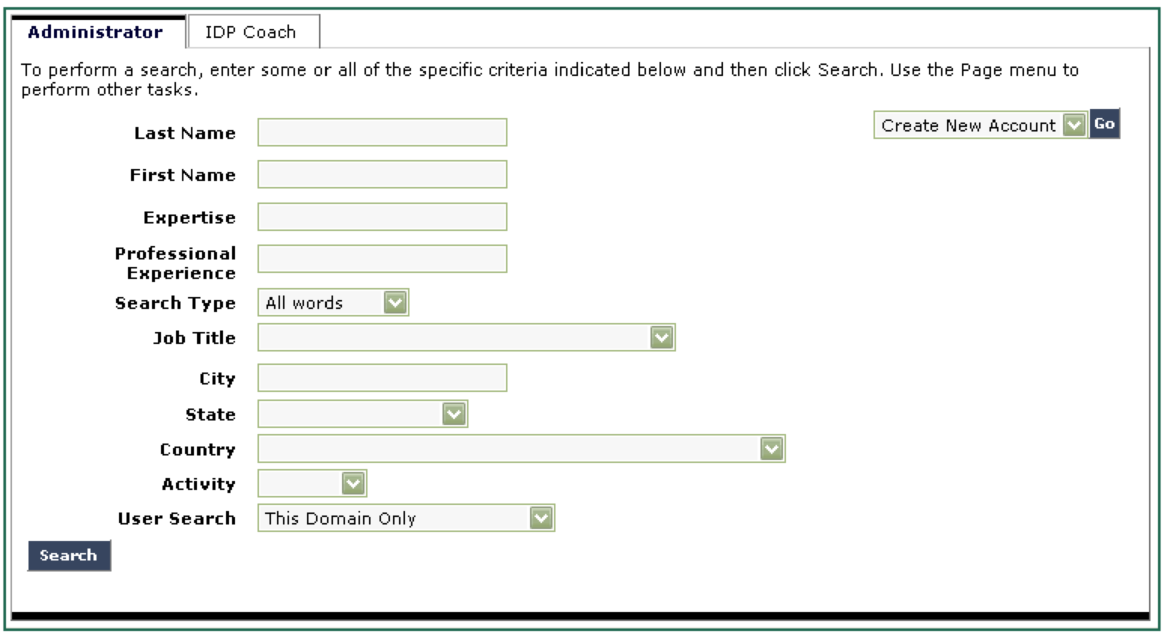
In to create a new account you must know the user's first and last name exactly as it appears on their paycheck stub; or you must know their Employee Identification Number (i.e. OR1234567).

When you are selecting the user's job title, you may see the same one multiple times but with a different job classification code. You will need to know the user's job classification code so that you can select the correct job title.

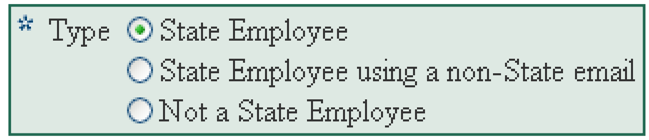
If the user's manager does not have an account within iLearnOregon, you must know their first and last name exactly as it appears on their paycheck stub; or you must know their Employee Identification Number (i.e. OR1234567).

To create a new account complete the following steps:

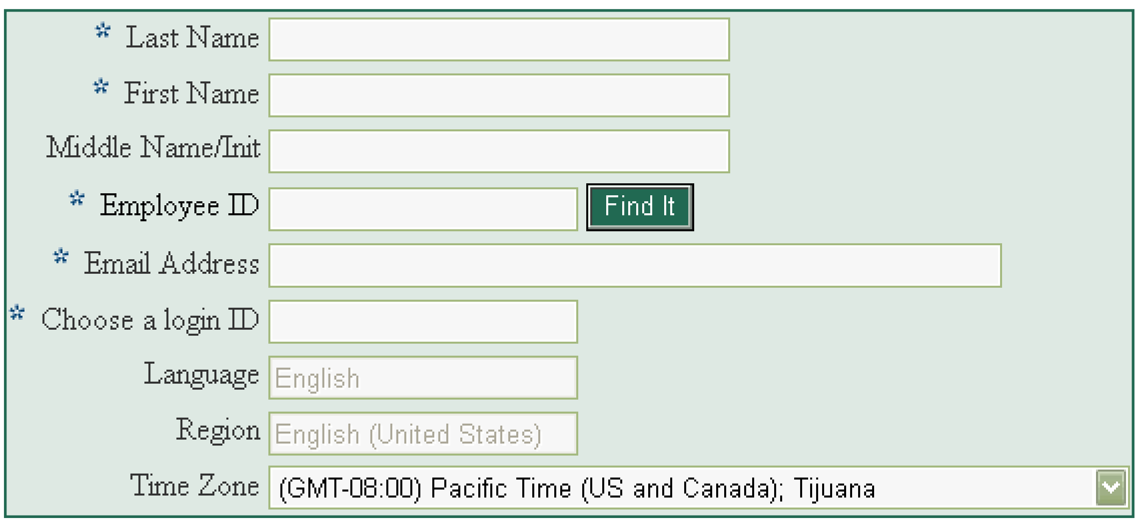
1. In your web browser type in the following URL https://ilearn.oregon.gov.
2. Once you are logged in, select "*Administration*"
3. Select "*Manage Users*". This will take you to the Manage Users page. Before creating a new account search to make sure they do not already have one.
4. Click the Create New Account link. This will take you to the User Information page.



5. From the User Information page you will need to select one of the following options for type:
   - Select State Employee if the user has a valid state issued email address (i.e. jane.doe@state.or.us)
   - Select State Employee with Non-State Email if the user doesn't have a valid state issued email address or would like to use an alternative email address.
   - Select Not a State Employee if the user is not an employee of the state of Oregon.

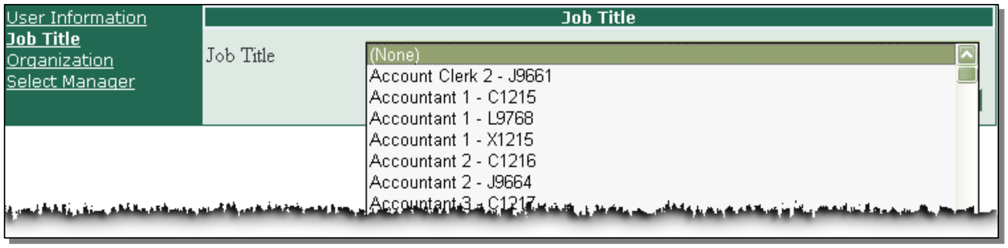


6. Enter the user's full first and last name.
7. Click on the Find It button next to the Employee ID field. Once the user's record is found, the system will automatically populate the user's Employee ID and email address. Verify that the user's email address is correct. *NOTE*: Email addresses should be entered using the user's public email address and not their agencies internal email address. For example: yourname@state.or.us instead of yourname@odf.state.or.us.
8. Enter text for the user's Login ID. *NOTE*: The login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.

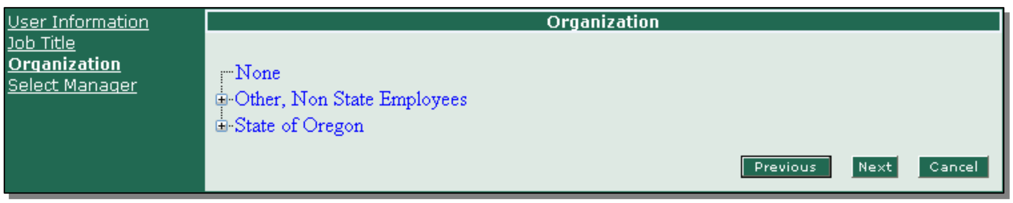


9. Once you complete the User Information screen, you will need to select Next to continue to the Job Title screen. The job titles come from the State's Position and Personnel Data Base (PPDB) and are in alphabetical order.

10. Using the drop down menu, select the appropriate job title. *REMEMBER*: If there are several of the same job titles listed, look for the one with the same job classification #.

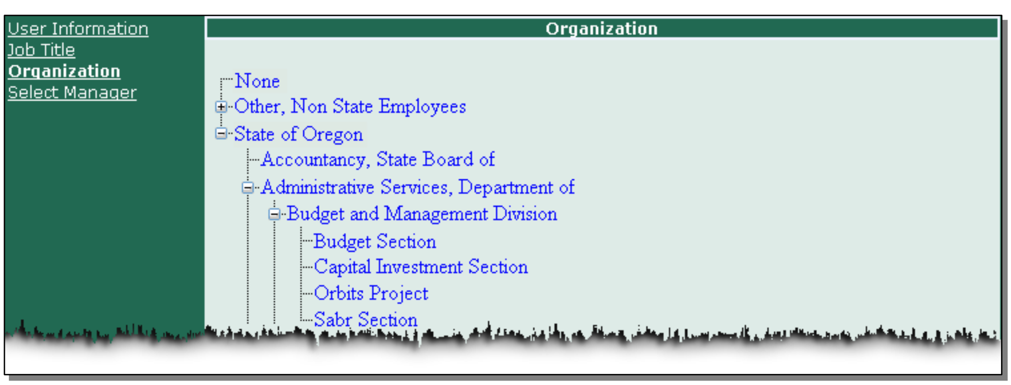


11. Once you have selected the appropriate job title, you will need to select Next to go to the Organization screen. There are 3 categories of organizations: None, Other, and State of Oregon.



12. Expand the State of Oregon tree.

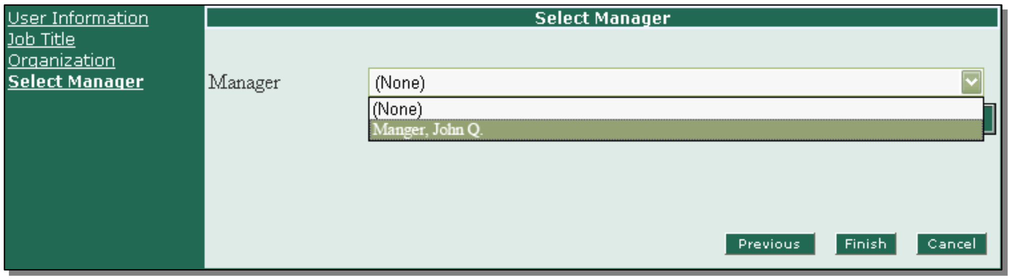
13. Locate the user's agency and expand the agency tree.
14. On your agency's expanded tree, select the division/section/unit that the user works for and then select Next.



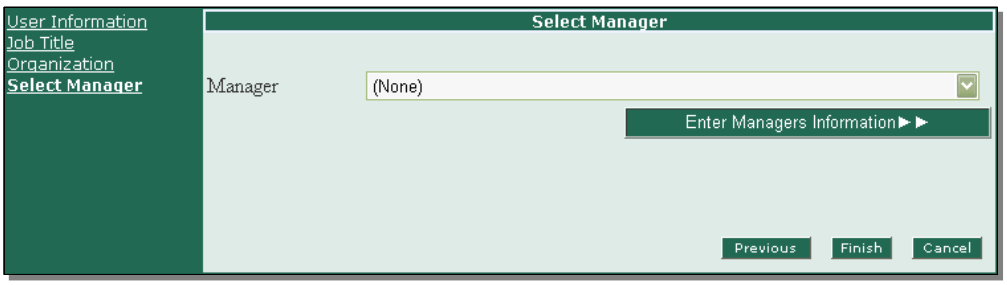
IMPORTANT INFORMATION FOR SELECTING A MANAGER

You will have the option of entering the user's manager information. This will create an account for their manager. In order to enter the user's manager information you will need to know their first and last name exactly as it appears on their paycheck stub; or you must know their Employee Identification Number (i.e. OR1234567).

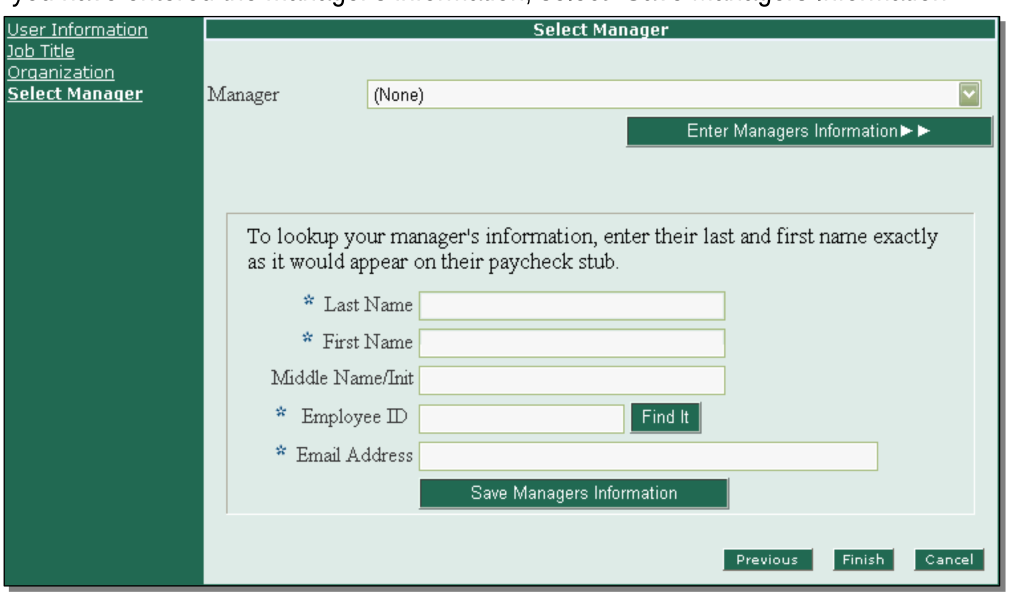
15. Using the drop down menu, see if the user's manager is listed.



16. If their manager isn't listed, select "Enter Managers Information". Or you can select None on the drop down menu and then select finish.



17. Enter the user's manager full first and last name.
18. Click on the Find It button next to the Employee ID field. Verify that the user's email address is correct. *NOTE*: Email addresses should be entered using the user's public email address and not their agencies internal email address. For example: yourname@state.or.us instead of yourname@odf.state.or.us.
19. Once you have entered the manager's information, select "Save Managers Information ".



20. Select "Finish" and the user's new account will be created.

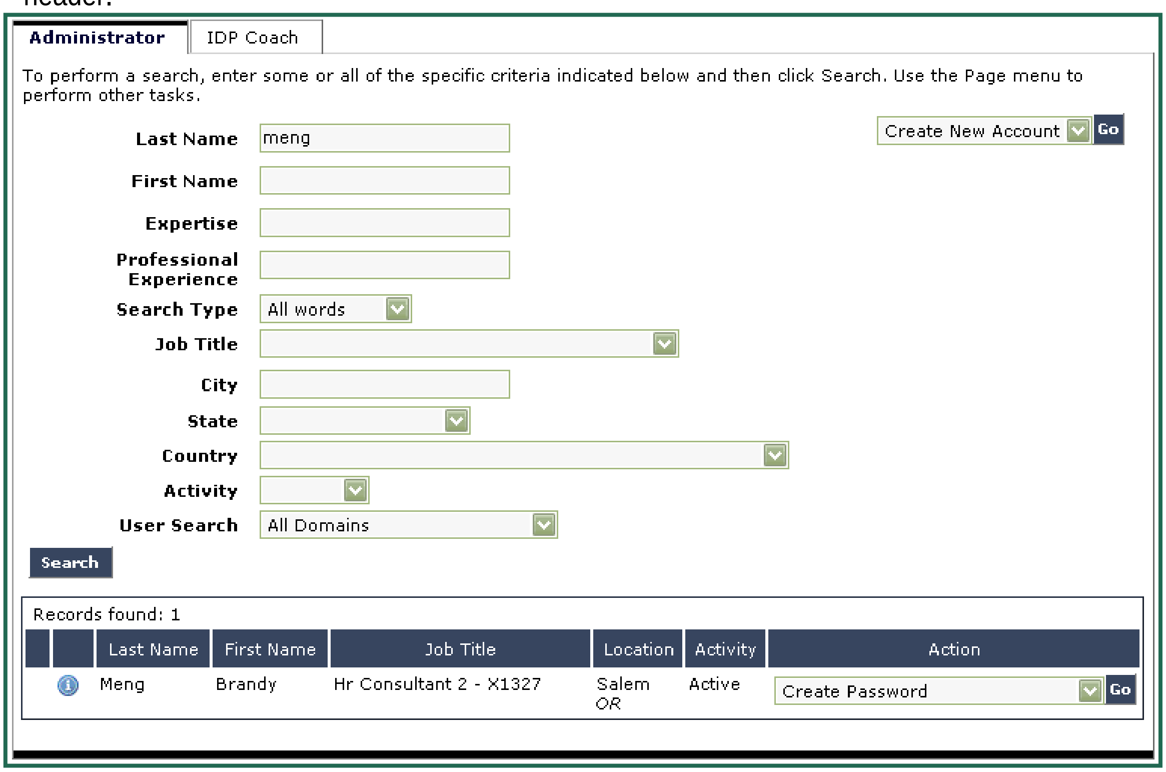
The user will receive an email notifying them that an account has been created. The email will contain their temporary password, but it will not contain their login ID. You will need to let them know what their login ID is in order for them to access the system.

Managing Users

The following section provides step-by-step instructions for how an Administrator can create a new password, edit a users activity, edit a users Login ID, edit a users profile, manage a users personal learning events, perform a proxy login, send an email to a user, set a users primary domain, view a users transcript, and create a new account.

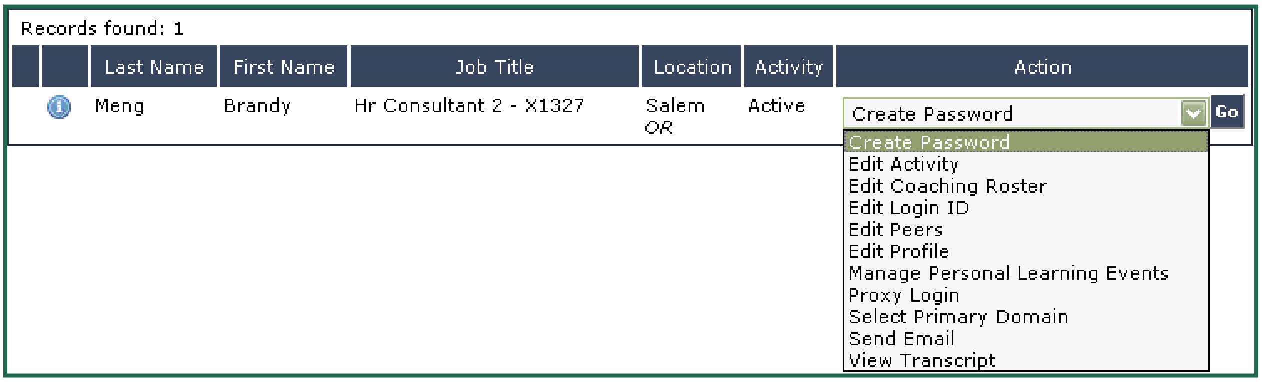
To manage a user:

1. In your web browser type in the following URL https://ilearn.oregon.gov.
2. Once you are logged in, select ***Administration***.
3. Select *Manage Users*. This will take you to the Manage Users page.
4. Search for the user.
5. Once you find the user you want to manage, you will select the drop-down menu underneath the Action header.

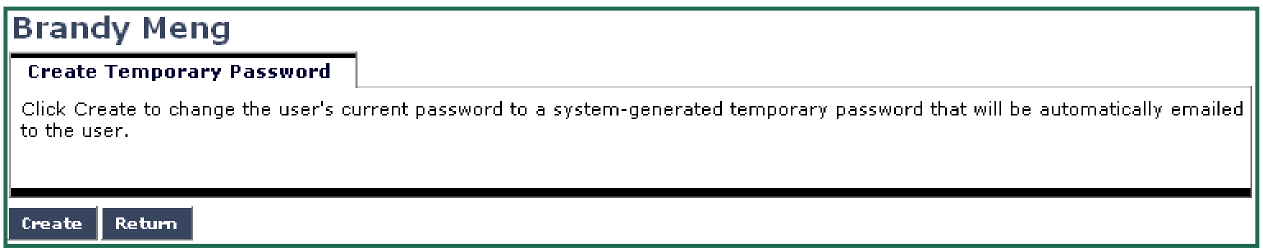


To create a temporary password:

6. Once you find the user you want, under the Action header select ***Create Password***.
7. Click *Go* to access the Create Temporary Password page.



8. From the Create Temporary Password page, click *Create* to change the user's current password to a system-generated temporary password that will be automatically emailed to the user.

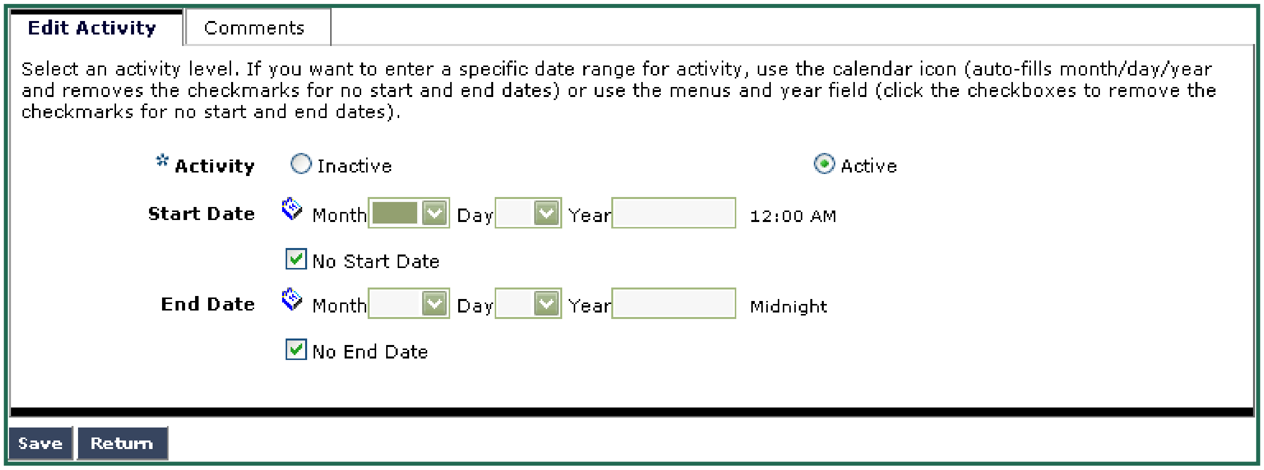


NOTE: When an administrator creates a temporary password an email is sent that contains a system-generated temporary password to a user who has forgotten their password. The user's current password is automatically changed to a temporary password.

When the user receives the email, they log in with the same Login ID and use the new temporary password. After the user clicks Login from the Login page, they are taken to the Edit Password page.

To make a user inactive:

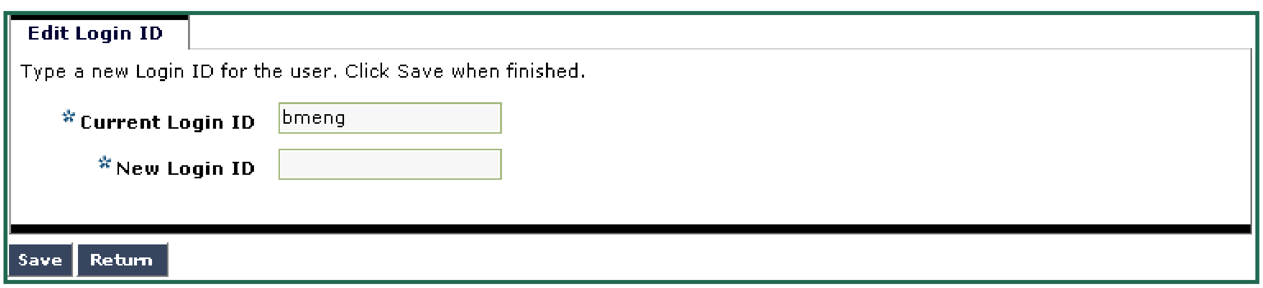
6. Once you find the user you want, under the Action header select ***Edit Activity***.
7. Click on *Go* to access the Edit Activity page.
8. From the Edit Activity page you can:
   - Click the button next to "Inactive" or "Active." The "Active" button is selected by default.
   - Click the calendar icon to select a date or use the menus and the Year field to enter the Start Date. (Optional)
   - Click the calendar icon to select a date or use the menus and the Year field to enter the End Date. (Optional)
9. Click Save (message displays indicating the activity was saved).



NOTE: By default, after creating a new user they are automatically active for an indefinite period of time. Inactive users are stored in the system and are only viewable or searchable by authorized users when specifically searching for them using the advanced search. Edit Activity is a way to hide a user, and then you may unhide them at any time. If you want to make users inaccessible and still keep them in the system in case you want to use them again in the future, you change the Activity to "Inactive" as opposed to using the deletion process.

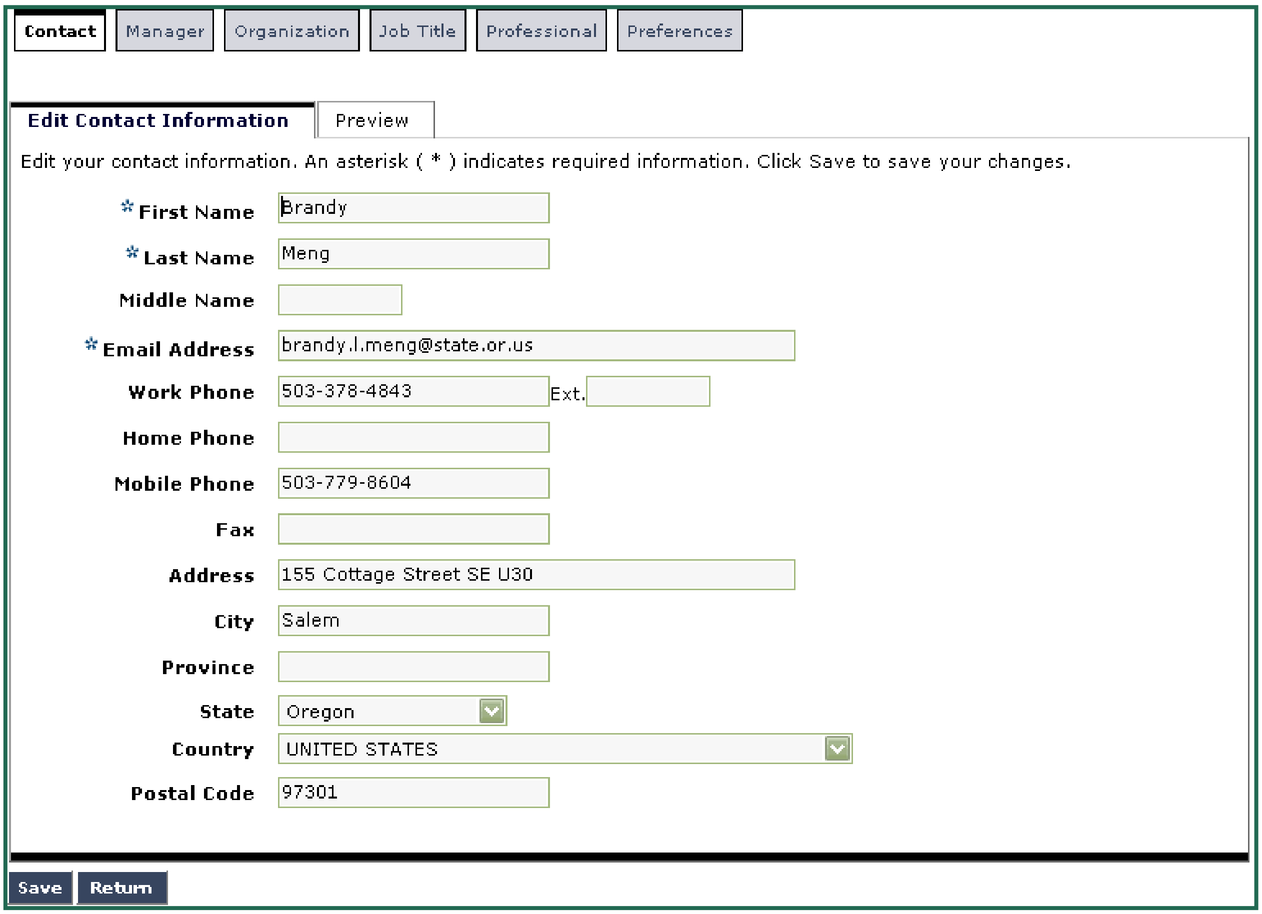
To edit a users login ID:

6. Once you find the user you want, under the Action header select ***Edit Login ID***.
7. Click *Go* to access the Edit Login ID page.
8. Type the new Login ID in the "New Login ID" field. The user's current Login ID should be displayed in the Current Login ID field. When creating the login ID, the following special characters can be used: @, #, [, ^, $, ., |, ?, *, +, (,),], {, }, and \.
9. Click *Save*. The Manage User's page displays with a message indicating the user's Login ID was updated.



To edit a user's profile:

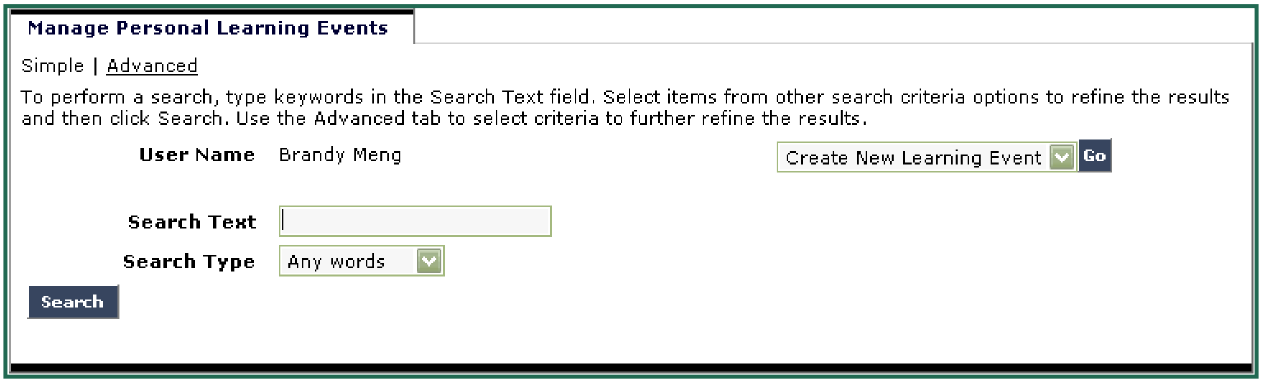
6. Once you find the user you want, under the Action header select *Edit Profile*.
7. Click *Go* to access the Edit Profile page.
8. From the Edit Profile page you can edit a user's information by clicking on any of the following tabs:
   - Contact: This is where you edit a user's contact information (i.e. phone number, email address, etc.)
   - Manager: This is where you select a user's manager.
   - Organization: This is where you select a user's organization that they work in.
   - Job Title: This is where you select a user's job classification.
   - Professional: This is where you enter job and career-related information for the user.
   - Preferences: This is where you select preferences for how a user will view the information in the system (i.e. records per page, skin, time zone, etc.).
9. Click *Save* after you make changes to any of the tabs on the Edit Profile page.



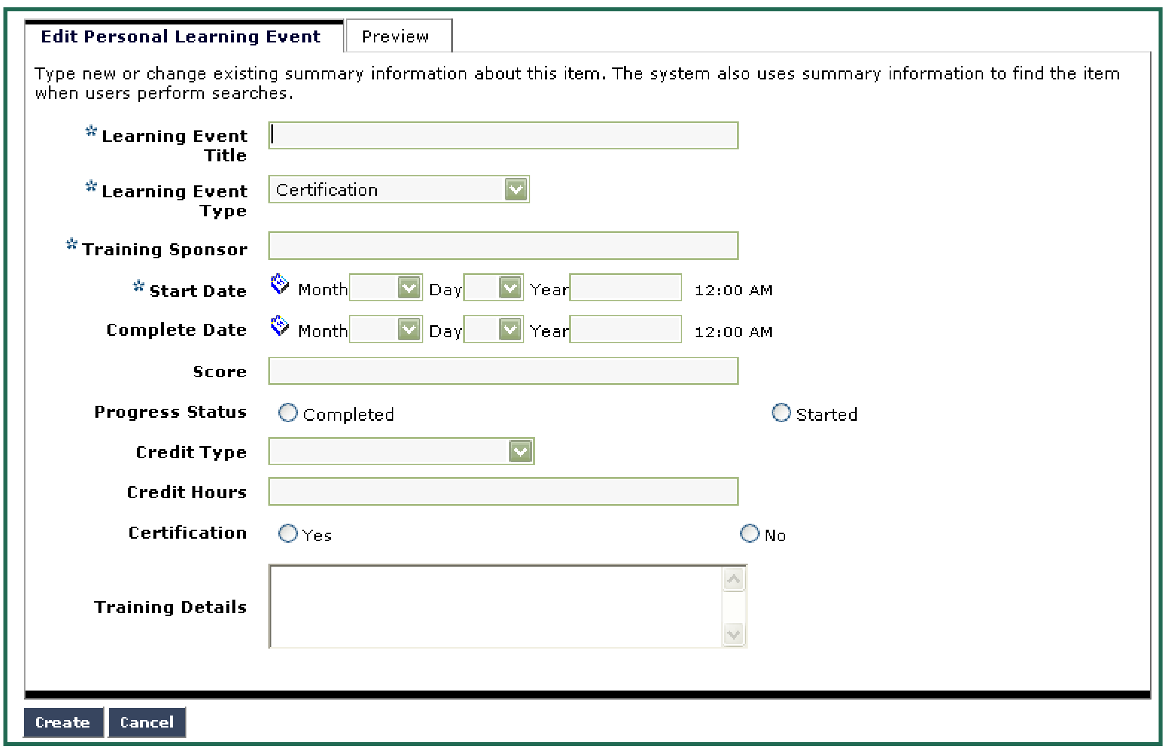
To add a personal learning event:

Personal learning events are activities that occur outside of iLearnOregon (e.g., college courses, on-the-job training, conferences, etc.).

6. Once you find the user you want, under the Action header select *Manage Personal Learning Events*.
7. Click *Go* to access the Manage Personal Learning Event page. From this page you can search for personal learning events that have been added to the user's transcript or you can create a new personal learning event.



8. Select *Create New Learning Event* from the page menu.
9. Click *Go* to access the Edit Learning Event page.
10. From the Edit Learning Event page you need to add the following information (Only fields with a * have to be completed):
    - *Learning Event Title: The name of the learning event.
    - *Learning Event Type: The classification for the learning event.
    - *Training Sponsor: Indicates the name of the organization that offered the training.
    - *Start Date: Indicates the date you started the learning event.
    - Complete Date: Indicates the date you completed the learning event.
    - *Score: Indicates your final score for the learning event.
    - Progress Status: Indicates if you have started or completed the learning event.
    - Credit Type: Indicates the type of credit received for this learning event.
    - Credit Hours: Indicates the number of credit hours completed for this learning event.
    - Certification: Indicates if a certification is awarded for completing this personal learning event.
    - Training Details: Additional information about the learning event.
11. Click *Create* after you are done adding the information for the learning event.

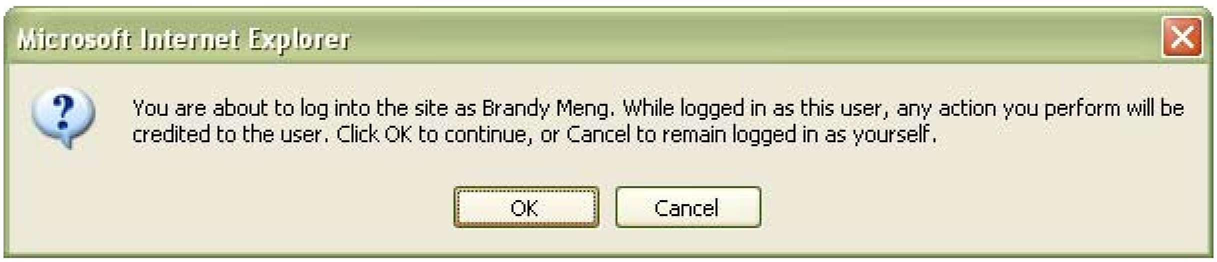


NOTE: Personal learning events are added to the selected user's transcript. Personal learning events are specific to each user. When one is created, it only exists for the user for whom it was created.

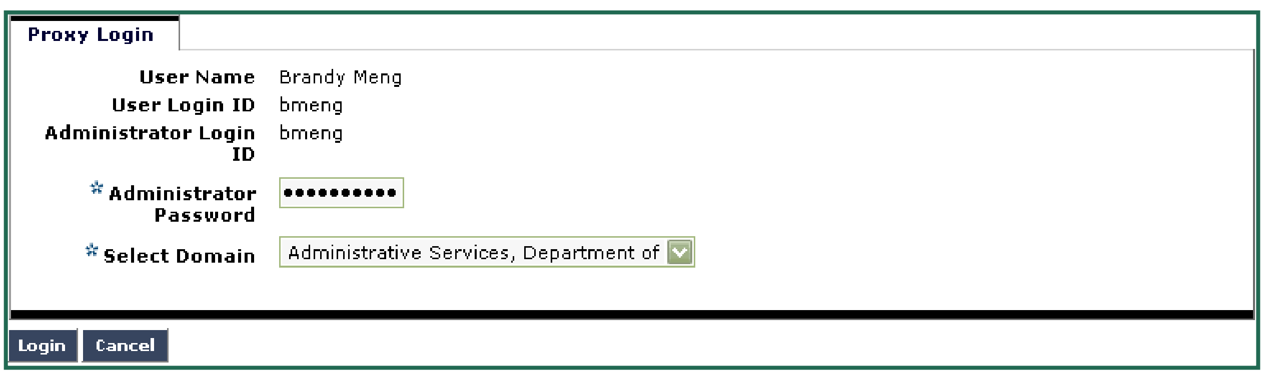
To proxy login into a user's account:

Proxy Login is where an Administrator user can log in as another user. When logged in as another user, the authorized user is a proxy for the user and the user experience (permissions, domain membership, access to menu items, etc.) is exactly as it is when the user logs into the site as themselves. The Administrator does not retain any administrative power when acting as a proxy, unless the user they are logged in as has administrative permissions. Any action performed by the authorized user is attributed to the user on whose behalf they are logged in as. For example, if the authorized user completes a course when logged in as another user, the user (not the authorized user acting as proxy) is given credit for course completion.

6. Once you find the user you want, under the Action header select ***Proxy Login***.
7. Click *Go* to access the Proxy Login page.
8. Once you select go, you will get a pop-up asking if you want to continue or cancel the proxy login. Click *OK* to continue.



9. Type in your password.
10. Select the user's domain that you want to proxy into.
11. Click Login.



NOTE: After you are logged in as another user:

- Your original session is terminated.
- You are logged into the system as the selected user in the same window.
- You can perform tasks and act on behalf of the user.
- The system records any tasks you complete as if the user him/herself for whom they have logged in is completing the tasks.

When the Administrator performs a proxy login for another user, the system stores the following information:

- Authorized User
- End User
- Date/Time authorized user performed a proxy login

A new record is created each time a proxy login occurs.

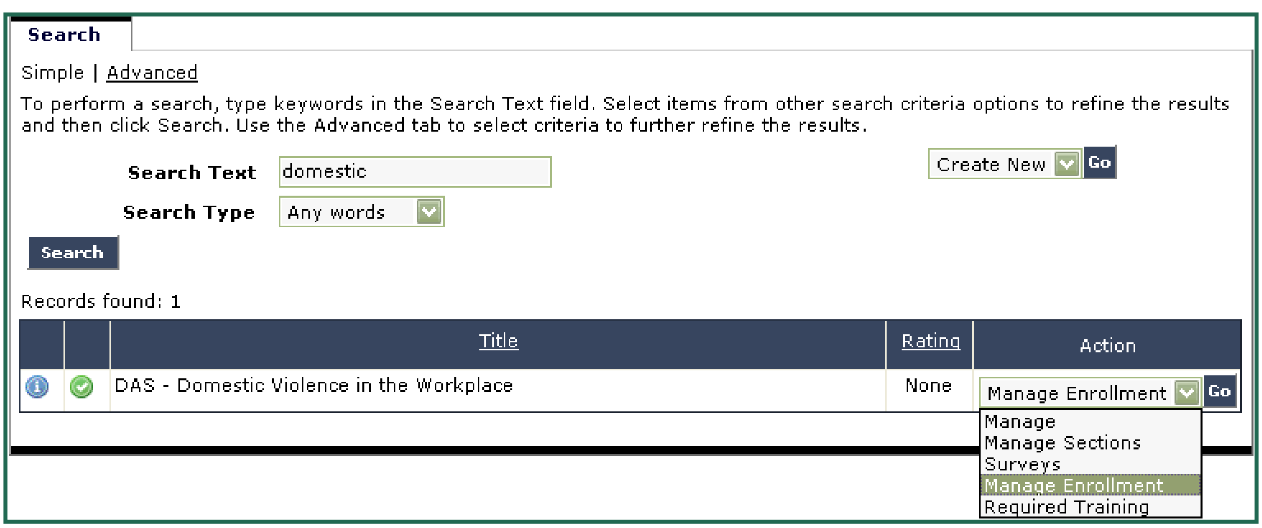
Enroll Users in a Current Class

To enroll a user in a current section:

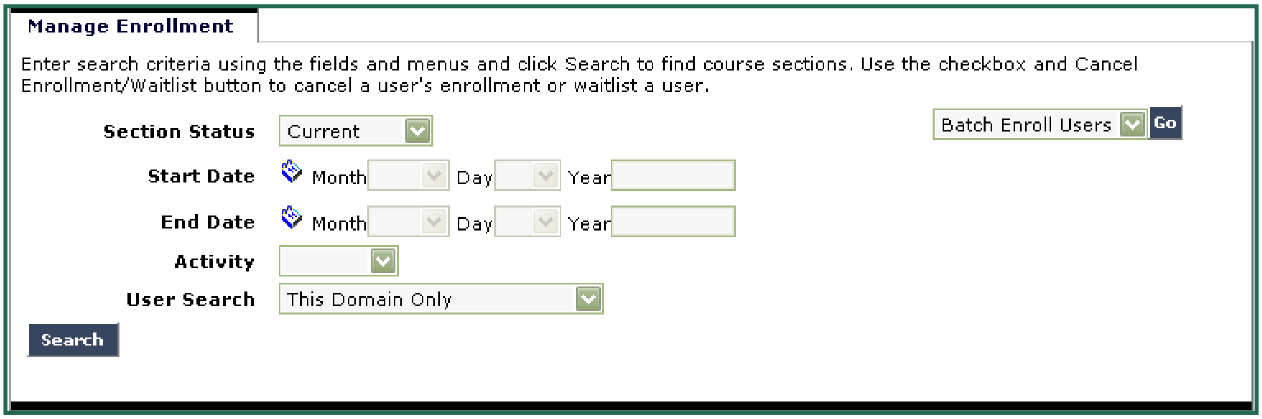
- The course must be available (i.e., not under revision/checked out).
- The user cannot already be enrolled in the section.

To enroll users in a current class:

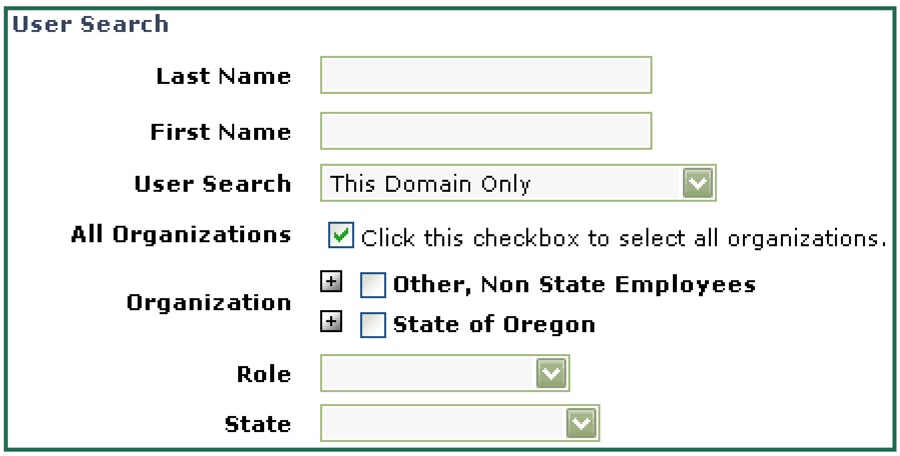
1. In your web browser type in the following URL https://ilearn.oregon.gov.
2. Once you are logged in, select *Administration*.
1. Click *Manage Training*.
2. Click *Classroom*.
3. Type a keyword or phrase in the Search Text field.
4. Click *Search* to view a list of courses that match your search criteria. The search results display alphanumerically and may include paging. Review the list of search results and find the course you are looking for.
5. Select *Manage Enrollment* from the Action menu.
6. Click *Go*. The Manage Enrollment page is displayed.



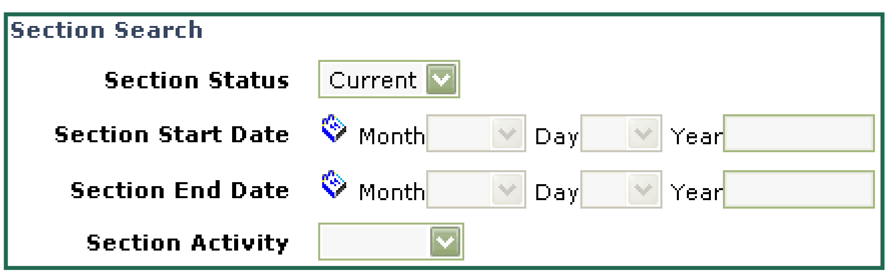
7. Select *Batch Enroll Users* from the page menu.
8. Click *Go*. The Enroll page is displayed.



9. The Batch Enroll page is where you search for a user(s) and enroll them in a current or past classroom course section. Under the User Search area, you do a search for user's to enroll in the class. Enter search criteria using the fields, menus and checkboxes in the User Search area.

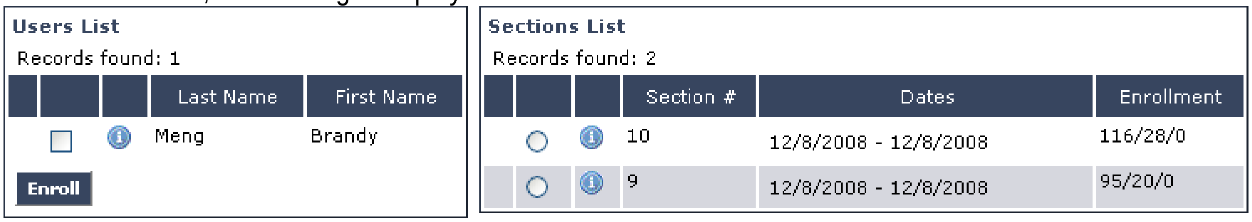


10. The Section Search area automatically displays all current sections of the classroom course that are not filled to capacity (in order by section start and end dates - earliest section listed first). Since there may be several sections, use the search fields to refine the results and find a particular section. You can also search for classes that occurred in the past.



11. Click *Search*. A list of user's displays to the left of the Sections List at the bottom of the tab, and the Sections List is updated if you changed the search criteria in the Section Search area.
12. Click the *Checkbox* next to the user you want to enroll in the Users List. You may click the checkboxes next to more than one user to add multiple users at the same time.
13. Click the *Radio Button* in the Sections List next to the section for which you want to enroll the user.

14. Click *Enroll*. A message displays at the top of the page indicating the users were enrolled. Also, the enrolled users are no longer displayed in the Users List and the value for the number of enrolled students is updated in the Enrollment column of the Sections List. Enrolled users receive an email indicating they were enrolled, and their managers receive a copy of the email. When the section becomes full, it is no longer displayed.



Users List

Records found: 1

			Last Name	First Name
	☐	ⓘ	Meng	Brandy

Enroll

Sections List

Records found: 2

			Section #	Dates	Enrollment
	○	ⓘ	10	12/8/2008 - 12/8/2008	116/28/0
	○	ⓘ	9	12/8/2008 - 12/8/2008	95/20/0

NOTES:

- After clicking Enroll, the system checks to see if the user is waitlisted in any section for the same course. If the user is waitlisted in one or more sections, their waitlist status (for all of the sections in which they are waitlisted) is cancelled. The system sends an email to the user for each waitlist status that is cancelled.
- After clicking Enroll, if the number of users selected will cause the maximum capacity to be exceeded, the system displays a message indicating there is not enough space in the section. None of the users are added. You may either find another section that has room for all of the users you want to add or click the information to find out the maximum capacity, subtract the number of students already enrolled (first number that is displayed in the Enrollment column in the Sections List) and only enroll the number of students for which the section has remaining space.
- Users can only be enrolled per each search results page. Therefore, you may not select a user on the first page of search results, then click another search results page, select more users and click Enroll because the user selected on the first page will not be included.